



MINUTES OF THE REGULAR MEETING  
OF THE HISTORIC PRESERVATION BOARD  
CITY COMMISSION CHAMBERS, CITY HALL  
THURSDAY, DECEMBER 02, 2010 5:00 P.M.

The Historic Preservation Board of the City of Leesburg held its regular meeting Thursday, December 02, 2010, in the Commission Chambers at City Hall. Chairman Robert Bone called the meeting to order at 5:00 p.m. The following Commission members were present:

Robert Bone  
Paige Chassie  
Julian Graham  
William Hayes  
Jane Sewell

City staff that was present included Mike Miller, Planner and Amelia Serrano, Administrative Assistant II.

**MINUTES OF HISTORIC PRESERVATION BOARD MEETING FOR OCTOBER 27, 2010.**

**Commissioner William Hayes moved to APPROVE the minutes as presented. Commissioner Paige Chassie SECONDED the motion, which was PASSED by a unanimous voice vote of 5 to 0.**

**NEW BUSINESS**

1. **FRANK'S PLACE – 201 N. 1<sup>ST</sup> STREET** - REVIEW THE PROPOSED EXPANSION OF AN EXISTING ALCOHOL/FOOD/INDOOR RECREATION ESTABLISHMENT TO ALLOW FOR AN OUTDOOR CAFÉ THAT WILL INCLUDE ALCOHOL SALES, FOOD AND ENTERTAINMENT ADJACENT TO THE EXISTING ESTABLISHMENT.

Mike Miller entered the exhibits into the record and presented the items on the overhead as well.

Mr. Wiley and the Planning & Zoning recommended the approval of the request for the following reasons:

This request is in two parts:

**REQUEST, PART 1:**

The Leesburg Planning Commission approved on November 18, 2010 a request of Frank's Place granting the approval of a Conditional Use Permit (CUP) to allow for an outdoor café with alcohol sales, food sales and entertainment contingent upon the approval of the site elevation by the Historic Preservation Board. The proposed location of the outdoor café is adjacent to the north

side of Frank's Place located at 201 N. 1<sup>st</sup> Street.

The proposed new construction of an outdoor cafe complements the downtown architecture of the City.

The request complies with the intent of Historic District Design Guidelines as referenced by the following excerpts:

#### New Construction

New construction should complement historic architecture. Through sound planning and design, it can reinforce and respect the existing patterns of the historic district.

New construction adjacent to historic buildings can dramatically alter the historic setting of neighboring buildings or the district. New construction should complement the size, color, material, and character of adjacent buildings and their historic setting.

Because of its design, materials, scale, massing, and setbacks, non-historic construction is often out of context. The following criteria will be used when reviewing new construction in historic districts:

1. Height and Width: The height and width of new construction should be compatible with surrounding historic buildings.
2. Setback: Setback is the distance building is located from property lines. Buildings in historic districts often share a common front and side setback. Commercial buildings are generally set directly on property lines, creating a wall effect. In locating new buildings, the side and rear setbacks should be maintained and aligned with the façade of surrounding historic buildings.
3. Proportion of openings: Window openings in historic districts often share similar size, spacing, and shape. In designing new construction, the proportion and spacing of openings on adjacent buildings should be maintained.
4. Horizontal Rhythms: Divisions between upper and lower floors, uniform porch heights, and alignment of window and window sills are examples of such rhythms. New construction in historic districts should maintain or extend these strong shared streetscape elements in blocks where they appear
5. Roof forms: Similar roof form and pitch are characteristics of buildings in many historic buildings. Roof designs should be compatible with surrounding buildings. Sloped roofs with pitches similar to those of nearby buildings should be required for new residential construction, and flat roofs with the roof plane hidden from view on the front facade should be required for commercial construction.
6. Materials: Certain materials are characteristic of historic districts. Materials that are compatible in quality, color, texture, finish, and dimension to those common to the district should be used.

#### Recommendations:

1. Design new buildings to be compatible in materials, size, color, and texture with the surrounding buildings.
2. Employ contemporary design that is compatible with the character and feel of the district.

Avoid:

1. Designing new buildings, in which the massing and scale is inappropriate and the materials and texture are non-historic.
2. Imitating an earlier style or period of architecture in new construction, except in rare cases where a contemporary design would detract from the architectural unity of an ensemble or group.

REQUEST, PART 2:

The applicant has requested approval from the Historic Preservation Board for the conceptual site plan.

The conceptual site plan was hard to visualize, but after several minutes of discussion and explanation the members were able to understand the layout. The building will be a standalone building due to the fire code, but still adjacent and acting as if part of the main building. All adjustments for setbacks, fire codes, and building codes have been discussed and configured into the plans. Although there is nothing currently in the downtown area with this layout, all departments including police and fire have met and approved this plan. The building will compliment both the existing building and the downtown area.

**Commissioner William Hayes made a motion to APPROVE - FRANK'S PLACE. Commissioner Jane Sewell SECONDED the motion which, PASSED by a unanimous voice vote of 5 to 0.**

**GENERAL HISTORIC PRESERVATION INFORMATION - STAFF APPROVED APPLICATIONS**

- NO STAFF APPROVED APPLICATIONS AT THIS TIME.

**DISCUSSION ITEMS**

- APPOINTMENT OF A NEW CHAIRPERSON AND VICE-CHAIRPERSON OF THE HISTORIC BOARD

Mr. Bone advised the Board that due to his position with the hospital and state law he is not allowed to hold both positions and has to step down from the Board; a new chairperson and vice-chairperson as well as alternates will need to be voted upon. A decision was made to hold off on the election due to not having all of the Board Members present. Mr. Miller was concerned about not having a chairperson for the next meeting, but the decision was made to take a vote at the next meeting as to who will run the meeting.

Ms. Sewell thanked Mr. Bone for his service. There was talk amongst the members regarding his

position.

## **OUTSTANDING HISTORIC RESTORATION – BOARD DISCUSSION**

Mr. Hayes attempted to find a new location, but didn't have much luck. Mr. Bone asked if the candle shop has been presented with the award and Mr. Miller advised it has not. Mr. Hayes then recalled that at the last meeting it was decided that after the City received the award that the candle shop would be awarded next.

**Commissioner William Hayes made a motion to APPROVE – SWAN CREEK CANDLE COMPANY – to be presented with the restoration award. Commissioner Paige Chassie SECONDED the motion which, PASSED by a unanimous voice vote of 5 to 0.**

## **ANNOUNCEMENTS**

Mr. Miller thanked Mr. Bone again for his service.

Mrs. Chassie has someone in mind for the Board and will be picking up an application.

1. THE NEXT SCHEDULED MEETING OF THE LEESBURG HISTORIC PRESERVATION BOARD IS DECEMBER 22, 2010 - (AS NEEDED BASIS)

## **ADJOURNMENT**

The meeting adjourned at 5:38 p.m.

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Robert Bone, Chairperson

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Amelia Serrano, Administrative Assistant II